

Pre-College Programs

Registration Instructions

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Meet the Pre-College Admissions Team!



Anita Weiss
Assistant Director,
Recruitment



Michelle Guaman
Admissions Officer



Sang Mi Borneman
Admissions Officer



Rory Macleod
Admissions Officer



Paige Hasson
Admissions Officer



Zachary Bluford
Admissions Officer

Instructions Overview



Instructions Overview

- Introduction to Admission & Registration
- Course Eligibility
- How to Register
- Next Steps



***Congratulations on your admission into
our Immersion Program!***

Admission & Registration

- You have applied to, and been admitted to, **Columbia University's Immersion Program** (Summer or Academic Year). Although you were admitted into the Immersion Program, your space in a course is not confirmed until you register yourself into course(s).
- You have permission to register for any courses whose prerequisites you have fulfilled.
- **Registration is the responsibility of the student, and occurs on a first-come, first-serve basis.**

Admission & Registration cont.

- Students who apply and enroll early will have earlier access to course registration.
- If a course has space at the time you pay your deposit, it does not guarantee that space will be available at the time of your registration. This is why the application asks students to name multiple subject areas of interest, and why we encourage you to register as soon as possible.
- Students may check the up-to-date, real-time enrollment numbers for any course at any time by clicking on the **Call Number** on our website's **Course Description Page**.
- **You will not be able to register until after your non-refundable enrollment deposit has been paid, if applicable.**

Summer Immersion

All courses will meet by the schedule listed on the Course Webpage:

NYC courses	<ul style="list-style-type: none">• Classes meet on Columbia's Morningside Campus accessible by subway via the 1 train to 116th Street-Columbia University• Classes meet twice daily, once in the morning and once in the afternoon, for approximately two hours per meeting	<ul style="list-style-type: none">• One course for the duration of the program• 3-week courses = 60 hours• 1-week course = 20 hours
Online Courses (2-week only)	<ul style="list-style-type: none">• Schedule A: 8am-11am ET• or• Schedule B: 5pm-8pm ET	<ul style="list-style-type: none">• Up to 2 courses for the duration of the program• 1 course = 30 hours each
Online courses (1-week only)	<ul style="list-style-type: none">• Classes meet 10am-12pm, and again 1pm-3pm ET	<ul style="list-style-type: none">• One course for the duration of the program• 1 course = 20 hours

- Students must attend live class sessions. Online courses are synchronous.
- NYC courses and Online 1-week courses have a 2-hour midday break for lunch & extracurricular activities
- Activities available to all students / all schedules (except creative writing electives); some activities occur in the late afternoon.

Academic Year Immersion (Fall & Spring)

All courses will meet by the schedule listed on the Course Webpage:

Course Load:	Students can register for 1-4 courses per term
Days of Courses:	Saturday and/or Sunday
Weeks of Instruction:	10 Weeks
Class Length per day:	2 hours total (morning, afternoon, <u>or</u> evening)

UNI Activation

- **Before you register for class, you will need to activate your University Network Identification (UNI).**
- Your UNI will be sent to you in the Next Steps email. The Next Steps email is typically sent **5-7 business days** after you have confirmed your enrollment and submitted a deposit.
- Your UNI provides access to your LionMail email account.
- Important follow-up emails from Columbia University will be sent to your LionMail account, including emails regarding billing.
- **Note:** If you are a returning student, your UNI may still be active from your prior enrollment. Test this by trying to access LionMail.



The screenshot shows the 'myUNI' account activation page. At the top, there is a blue header with 'CU Home' on the left and 'Help' on the right. Below the header is the Columbia University logo and the text 'COLUMBIA UNIVERSITY Information Technology'. A yellow box highlights a blue button labeled 'myUNI' with a downward arrow. Below this, the section is titled 'Account Activation'. It contains a form with the label 'Enter your University Network ID (UNI)', a text input field, and a 'Continue' button. Below the form, there is a link: 'Don't know your UNI? Click [HERE](#) to activate.' The footer of the page is a blue bar with the text '©Columbia University'.

Registering for Class



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- If your UNI is already activated, you can [log into SSOL](#), where you will be able to view your registration appointment window and register for your class(es).
 - Registration appointments are added two business days after paying the deposit and submitting all enrollment requirements.
 - If you have not yet activated your UNI, follow the instructions in your Next Steps e-mail. One day after activating your UNI, you can log into SSOL.
 - “Registration Appointment” is not a meeting or webinar. It refers to the **window of time** when you can register during the day. You are able to register **at any time of your convenience** during this window.
 - Registration appointments are open **business days from 9:30 AM to 9:30 PM EST.**

The background image shows a university campus scene. On the right, there is a large, classical-style building with a prominent dome and a portico supported by many columns. To the left of this building is a tall flagpole with an American flag. Further left is another large, multi-story building with many windows. The sky is blue with some white clouds. The entire image has a teal/cyan color overlay.

Registering in SSOL: Step-by-Step Explanation

Registering for Class

1. Go to Student Services Online (SSOL, <http://ssol.columbia.edu>), Columbia's online tool, and log in using your UNI (university network ID) and password.

Student Services Online x +

ssol.columbia.edu

Student Services Online

► Log In

Enter security information.

University Network ID: abc1234

Network Password:

Continue Clear

[Log in Help](#)

Useful Links

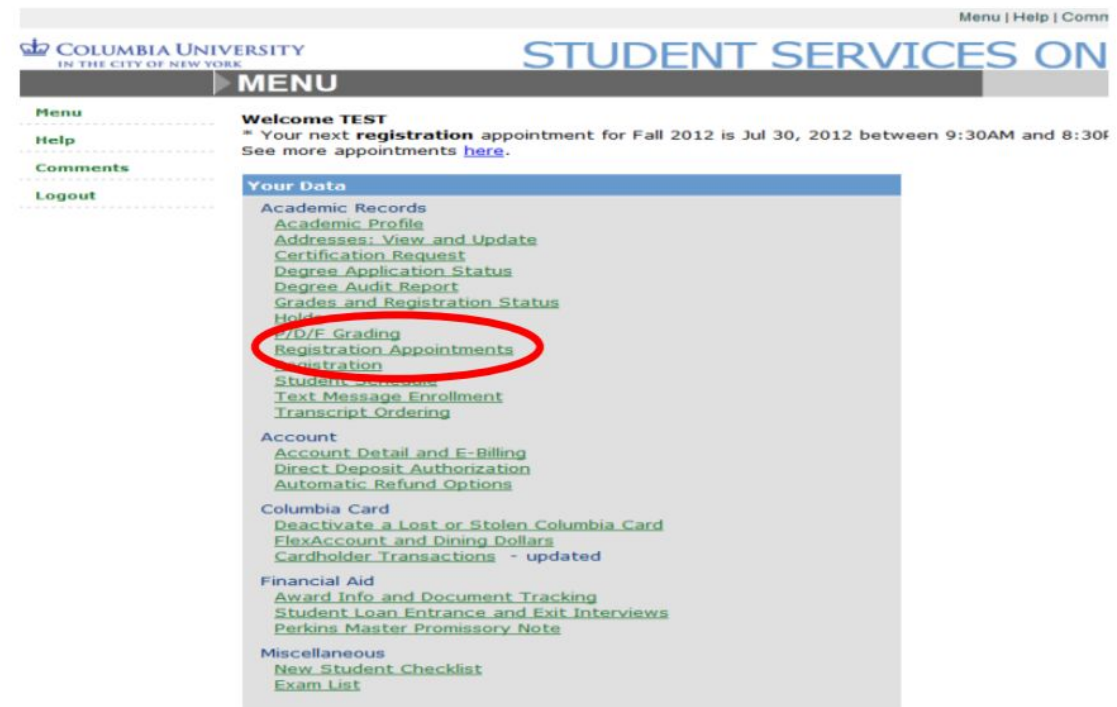
- [Activate UNI](#)
- [Change Password](#)
- [ID Center \(CU Card\)](#)
- [Registrar](#)
- [Student Financial Services](#)
- [CUMC Student Administrative Services](#)

Registering for Class

2. Click on “Registration Appointments” to view your registration window.

Reminder: You may only register for classes during the times of your registration appointment.

Reminder: Your registration appointments should be live by the time you gain access to SSOL.



Registering for Class

- After reviewing your registration appointments, once you are prepared to register, click “Registration”.

Your Academic Records
Academic Profile
Addresses
Degree App Status
Degree Audit
Grades
Holds
P/D/F Grading
Reg Appts
Registration
Schedule
Text Message Enrollment
Transcripts and Certifications

Your Account
Account
Direct Deposit
Refund
Stipend & Refund Chk
1098-T Tax Form

Your CU Card
Deactivate CU ID
Flex & Dining Deposits
Cardholder Transactions

Your Financial Aid
Award Info
Student Loan Ent/Ext Int
Loan History

Miscellaneous
Fin. Resp. Statement

Student Services Online ► Registration Appointments

Viewing Options

Hide my name and personal data

Change...

Upd

Registration appointments are designated times during which you may enroll in courses using SSOL Registration. All times on the page are in New York local time.

See Also: [Registration](#)

Fall 2020 Registration

Begin	End	Type
Aug 20, 2020 09:30am	Aug 20, 2020 8:30pm	Add, Drop
Aug 21, 2020 09:30am	Aug 21, 2020 8:30pm	Add, Drop
Aug 24, 2020 09:30am	Aug 24, 2020 8:30pm	Add, Drop
Aug 25, 2020 09:30am	Aug 25, 2020 8:30pm	Add, Drop
Aug 26, 2020 09:30am	Aug 26, 2020 8:30pm	Add, Drop
Aug 27, 2020 09:30am	Aug 27, 2020 8:30pm	Add, Drop
Aug 28, 2020 09:30am	Aug 28, 2020 8:30pm	Add, Drop

Registering for Class

4. Check that you have read and agree to the registration conditions and indicate your VISA status, then click “continue.

Note: Due to non-credit nature of program, **VISA status has no bearing on registration.**

SSOL is primarily used for undergraduate students, and some features are specifically designed for that audience.

Menu | Help | Comments | Logout

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

STUDENT SERVICES ONLINE

REGISTRATION

Academic Records
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P/D/F Grading
Reg Appts
Registration
Schedule
Text Message
Enrollment
Transcripts

Account
Account
Direct Deposit
Refund

CU Card
Deactivate CU ID
Flex & Dining
Deposits
Cardholder
Transactions

Financial Aid
Award Info
Student Loan
Ent/Ext Int
Perkins MPN

Miscellaneous

Viewing Options
Hide my name and personal data Change... Update View

Spring 2013 Registration

- Please remember that as of the first day of the term, you may not drop your last (only) class. You must consult with your advisor to withdraw.
- The Web Registration system is available to Columbia University students with scheduled appointments. You may check your [appointment](#) times on Student Services Online.
- You may not be permitted to register if your Student Account has been placed on [Hold](#) by a Dean for academic reasons, because of a financial obligation or because of non-compliance with the immunization requirement.
- During peak activity, you may experience a noticeable pause. Please stay on the line; the system is still at work.
- Your account balance is updated nightly and may be viewed on Student Services Online.
- By registering you agree to be bound by the policies and regulations of Columbia University, which include paying collection costs and/or attorney fees if your unpaid student account balance is referred to an outside collection agency and/or attorney.

☒ I have read and agree to the conditions above.

If you are in F-1 (Student) or J-1 (Student Category) immigration status you must register full time each semester of your academic program. The University is required by law to notify the Immigration and Naturalization Service of all F-1 and J-1 students who are enrolled less than full time as of the close of the last day of the change of program period for this semester. Any exception to the full time registration requirement must be approved and recorded by the International Students and Scholars Office (ISSO) BEFORE the close of the STANDARD registration period, i.e., BEFORE the start of Late Registration.

- Holders of B-1, B-2, WT or WB immigration status are prohibited by law from enrolling for a course of study. Contact the ISSO for further information.

☐ I do not HOLD F-1 or J-1 immigration status
☐ I understand I must register full time

Continue

Registering for Class

5a. Locate the 5 digit call number for your course(s). This can be found on the course's description page on our website.

Call numbers are located at the bottom of the course description, right before the “Instructor(s)” section, in a drop-down menu.

While most courses will have one call number per course session, this is not always the case. In the next few slides, we will explore these unique scenarios.

COURSE DESCRIPTION

Studio arts courses are offered in conjunction with Columbia University's School of the Arts.

In this online beginner-level class, students explore various modes of looking at and interpreting the world through drawing. The course emphasizes drawing from both observation and imagination as ways to learn traditional and digital drawing techniques and foster creativity and personal interpretation. Course assignments develop the use of traditional drawing materials alongside conceptual prompts to find creative approaches to visual problem-solving. Assignments include exercises in composition and experiments with scale, the development of personal narrative and subject matter, and the use of charcoal as well as animated digital tools, all with personalized attention from the instructor.

The course combines demonstrations of drawing techniques, individual conferences with the instructor as well as online group critiques, and virtual studio visits with professional artists. Critical issues in art are addressed once a week through group writing prompts and online discussion, so as to generate meaningful debates as a context for studio work.

Participants learn how to prepare a final portfolio for college applications and are instructed on how to professionally document and present their work. The session concludes with a final drawing project, in which the students work on animating and editing as a group. A final blog will house a virtual exhibit, and work is shared within the community on a social media platform.

*Students will need to acquire their own materials, which will cost approximately \$100. A list will be provided. Students who have significant drawing experience might consider taking *Painting: The Painted Image* instead of this course*

► Registration Guidance & Call Number(s)

INSTRUCTOR(S)

Registering for Class

5b. Each call number is a **hyperlink** to its listing on the Directory of Classes. DoC listings state **a course's capacity** and its **up-to-date enrollment numbers**.

Course registration can fluctuate unpredictably due to the first-come, first-serve nature of registration. **Please register as soon as you are able to do so.**

If your intended course is full, you should seek out alternative curricular options. There are no guarantees that space will reopen.

▼ Session 1 Classes

- Section 01 | Call Number: [10333](#)
- Section 02 | Call Number: [10334](#)
- Section 03 | Call Number: [14275](#)
- Section 04 | Call Number: [10335](#)

▼ Session 2 Classes

- Section 05 | Call Number: [10336](#)
- Section 06 | Call Number: [10566](#)
- Section 07 | Call Number: [10337](#)
- Section 08 | Call Number: [12370](#)

Directory of Classes
University of Columbia

Enrollment

17 students (22 max) as of 5:04PM Thursday, June 24, 2021

Registering for Class - Classes in **Multiple Sessions**

Some courses will be offered in more than one session per term. **Make sure that you are gathering the call number for the course you are enrolled in.**

Students enrolling in multiple sessions cannot take the same course again, as they will just be repeating the same material. There is no difference between a course in, say, Session 1 vs. Session 2, or on Saturday vs. Sunday. Each section will cover the same material, in the same format, at the same pace.

Why does this happen? A course may be offered in more than one session depending on the availability of instructors.

▼ Registration Guidance & Call Number(s)

▶ Session 1 Classes

▶ Session 2 Classes

- **PSYH0104 | Call Number: 15336** (Saturdays)
- **PSYH0104 | Call Number: 15337** (Sundays)

Registering for Class - Classes With **Multiple Sections**

Some courses will have multiple sections. **There is no difference between the course content in different sections.** Each section of a course will cover the same material, in the same format, at the same pace, at the same time. **Students freely choose their own section, and this selection is arbitrary.**

The only difference between sections is the instructor, as the same instructor cannot attend multiple sections simultaneously.

Why does this happen? Each course has a specific capacity set to make classes more effective and engaging. While a course's capacity cannot be increased, a course can offer multiple sections so that more students can experience the course.

▼ Registration Guidance & Call Number(s)

▼ Session 1 Classes

- Section 01 | Call Number: 10333
- Section 02 | Call Number: 10334
- Section 04 | Call Number: 10335

▼ Session 2 Classes

- Section 05 | Call Number: 10336
- Section 07 | Call Number: 10337

Registering for Class - Classes With **Multiple Call Numbers**

Some courses require multiple call numbers. You must register for both call numbers, the lecture and the recitation, to completely register for the course.

“Recitation” is another word for “section”. There is no difference between recitations.

Why does this happen? These courses typically provide information and context in morning lectures before splitting up into smaller recitations for smaller group discussions and activities.

▼ Session 2 Classes

Morning Lecture

All students must register for the morning lecture.

- Lecture 01 | Call Number: **10326**

Afternoon Recitations

Select one call number from the options below.

- Recitation 01 | Call Number: **10327**
- Recitation 02 | Call Number: **10328**

Registering for Class - Classes With **Multiple Call Numbers**

Some courses require multiple, paired call numbers. You must register for both call numbers assigned to a section to be completely registered for the course. You cannot mix and match.

Why does this happen? Some courses may have multiple instructors per section, or multiple components of instruction. This would be alluded to in the course's description.

In the example of Understanding the Arts: Art History and Architecture, one call number would be the Art History component of the course, while the other call number would be the Architecture component.

▼ Session 1 Classes

- Section 01 | Call Numbers: **10338** and **10342**
- Section 02 | Call Numbers: **10339** and **10343**

▼ Session 2 Classes

- Section 03 | Call Numbers: **10340** and **10344**
- Section 04 | Call Numbers: **10341** and **10345**

Registering for Class - Classes With **Multiple Call Numbers**

For some courses, students will register for one call number. An additional call number will later be added to complete your course schedule.

As a result, your schedule in SSOL may not be fully up-to-date until closer to the start of the program, but it will be the same schedule as stated on the course's description page.

Why does this happen? In the example of our Creative Writing courses, the School of the Arts likes to ensure students are split into sections where everyone is at a comparable level of writing experience. Or, the instructors may wait to split students into the smaller afternoon recitations to ensure they are evenly split between recitation facilitators.

Registering for Class

5c. Once you have the call number for each class you wish to add, enter the number and click "Query/Add Class".

Note: You should **never** attempt to pull up a course via its name. **Only search for courses by call number.**

Student Services Online ► Registration

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Viewing Options

Hide my name and personal data

Change...

Update View

Fall 2020 Registration

Add or Check Class Status

Call#

Query/Add Class

Fall 2020 Classes

Select	Class/Title	Instructor	Points/Option	Call #	Day	Time/Location	Start/End
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***Remember,** you may only register for one class per session.

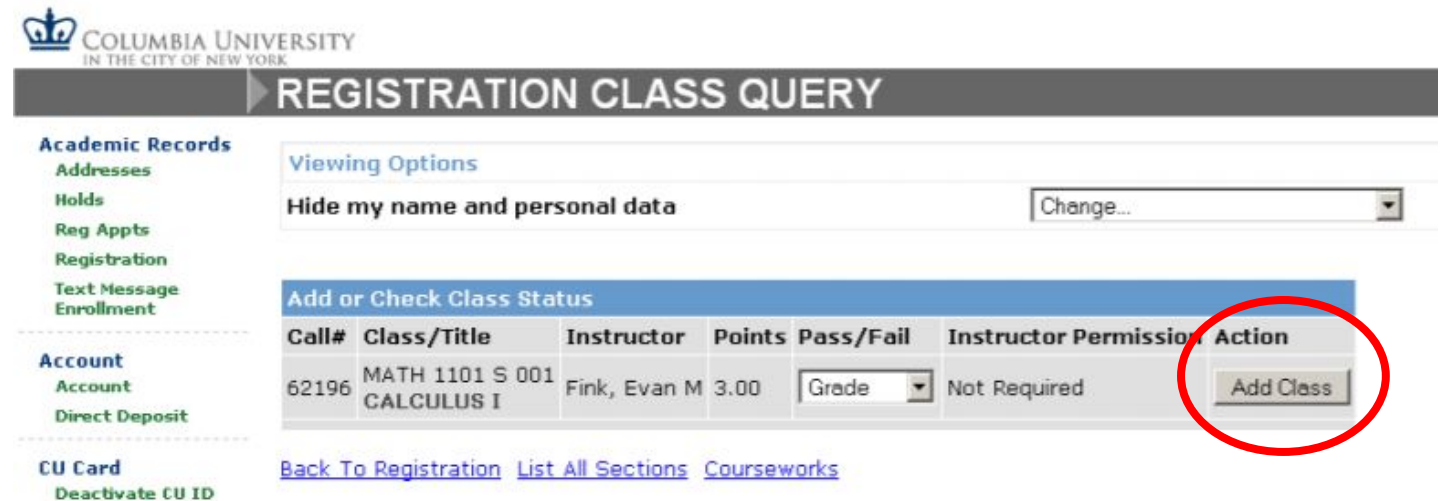
For Summer Immersion, this is one course per 3-Week or 1-Week session. 2-Week Online students can register for 1-2 courses.

For Academic Year Immersion, this is one course per timeslot (i.e. Saturday Morning, Sunday Afternoon).

Registering for Class

6. Confirm that the course appearing is the course you want to register for and click “Add Class”.

If you do not click “Add Class” for the course, you will not be registered for the course.



The screenshot shows the Columbia University registration system interface. On the left is a navigation menu with links for Academic Records, Account, and CU Card. The main area is titled 'REGISTRATION CLASS QUERY' and includes a 'Viewing Options' section with a dropdown menu set to 'Hide my name and personal data'. Below this is a table titled 'Add or Check Class Status' with columns for Call#, Class/Title, Instructor, Points, Pass/Fail, Instructor Permission, and Action. A single row is displayed for 'MATH 1101 S 001 CALCULUS I' by 'Fink, Evan M' with 3.00 points. The 'Add Class' button in the Action column is circled in red. At the bottom of the table are links for 'Back To Registration', 'List All Sections', and 'Courseworks'.

Call#	Class/Title	Instructor	Points	Pass/Fail	Instructor Permission	Action
62196	MATH 1101 S 001 CALCULUS I	Fink, Evan M	3.00	Grade	Not Required	Add Class

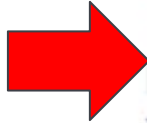
Registering for Class

If registration was successful, you will see a green confirmation message box.

If registration was unsuccessful, you will see a red message box.

You will not receive a confirmation email after registration. The green, or red, message box is your confirmation.

As additional confirmation, the “Schedule” tab will list every course you have successfully registered for.



STUDENT SERVICES ONLINE

REGISTRATION

Academic Records
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Degree Audit
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Holds
P/D/F Grading
Reg Appts
Registration
Schedule

Viewing Options
Hide my name and personal data Change... Update View

Adding ANTH 6129 G 001 was successful. The change is effective immediately. See the new schedule below.

Add or Check Class Status

Menu | Help | Comments | Logout

STUDENT SERVICES ONLINE

REGISTRATION CLASS QUERY

Academic Records
Academic Profile
Addresses
Certifications
Degree App Status
Degree Audit
Grades
Holds
P/D/F Grading
Reg Appts
Registration

Viewing Options
Hide my name and personal data Change... Update View

Class Restricted
Class OT 952 N OTOLARYNGOLOGY YR RES sec: 006 call#: 10002 is not open to your school.

[Back To Registration](#) [List All Sections](#) [Courseworks](#)

Registering for Class

- The **Admissions Office monitors registration** to ensure students register for eligible course(s). If you would like to register for a different course, you will need to email your request to hsp-admit@columbia.edu.
 - For Summer Immersion, this includes registering for sections in sessions you are not enrolled in (i.e. a Session 1 student registering for a Session 2 course).
- Once you have registered for your class, your registration appointment will be removed. As a result, you will not be able to change courses without special permission.

Changing Courses

- We strongly recommend selecting course(s) carefully and not switching course(s) once registered.
 - **Ensure** you have thoroughly reviewed the course's description and are aware of prerequisites.
- In extenuating circumstances, students may email their request to switch courses to hsp-admit@columbia.edu.
- Course changes are not automatically approved, and course space will not be reserved just because it is requested.
 - Course changes are dependent on **student eligibility** and **course availability**.
- Students are allowed to change courses up to the **second day of the program**.

Summary: What Should You Do Now?

- a) Pay your enrollment deposit, if you have not yet done so.
 - i) Then, wait for your Next Steps email, which will arrive in 5 to 7 business days. Follow instructions within to activate UNI.
- b) Log into SSOL to register for the class you want to take.
 - i) Registration appointment windows are assigned within two business days of paying the deposit and submitting all enrollment requirements.
 - ii) Only register for one course per session. Only register for eligible courses. Email hsp-admit@columbia.edu to change/add/drop sessions or courses.
 - iii) If your registration appointments are not live, and it has been two business days since completing all enrollment requirements, reach out to admissions team.
- c) Follow all additional steps as instructed in your Next Steps email. Additional information regarding billing and orientation typically is delivered closer to the start of your program.

Contact Information

- **Pre-College Programs**
 - hsp-admit@columbia.edu
 - 212-854-9889 (Monday-Friday 9:00am-5:00pm Eastern Time)
- **CUIT**: Columbia University Information Technology (UNI issues)
 - askcuit@columbia.edu
 - 212-849-1919

Columbia University's Programs for High School Students



Thank You!

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Instagram, and Facebook:
[@columbiaprecollege](https://www.instagram.com/columbiaprecollege)